



Office of the City Clerk

Weekly Report – for Week Ending January 19, 2018

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Administrative Services

A new employee orientation video was filmed this week which provides an overview of our mission and highlights what we do in each of our divisions. This video will be emailed to all new Clerk employees hired after February 1 at the point an offer is made and will be available on our intranet site.

Elections

Staff provided voter outreach to over 1,000 people and registered 52 voters at the Flourish Now Job Fair in CD 13 and the Martin Luther King Community Day Celebration Parade and Festival in CD 8.

For the Senior Citizen Outreach Initiative, staff made a presentation at Angeles Plaza in CD 14 to a small group of Chinese speaking seniors.

Faith Based Initiative Outreach efforts this week reached over 2,200 people and registered 18 voters at the Divine Savior Roman Catholic Church in CD 1, the Saint Ann Church in CD 13 and the Saint Brigid Catholic Church in CD 8.

Elections staff also attended the Westside Alliance of Neighborhood Councils' Meeting on January 17 to reach out to participating NCs and promote the upcoming NC Election Workshops.

Business Improvement Districts (BIDs)

The billing for the 2018 Wilshire Center Merchant-Based BID made up of 1,147 accounts totaling \$600,000, was mailed this week.

The LA BID Public Information campaign contract was awarded on January 18.

Council and Public Services

The Electronic Speaker Card kiosk system was implemented at the Planning and Land Use Management Committee on Tuesday, January 16. The system worked perfectly without any glitches. All of the remaining standing Council Committees will begin using the kiosks on Monday, January 22.

Neighborhood Council (NC) Funding Program

An NC Funding Working Group meeting was held January 16 made up of NC Board Members from the seven planning areas. The group met to provide input to the NC Funding Policies and Guidelines that will be released to all NCs on February 1.

Records Management Archival Activity

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The City Archives is in discussions with LA 2028 regarding accessioning the committee's files into the City Archives.



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Systems

Staff developed an Email-to-Text web portal for management to communicate with all employees during an emergency. The City Clerk Personnel database was modified to include cell phone carrier information and is collecting contact information from all staff.

The User-Requirement phase for the new Council File Management System 2.0 has been completed. There are over 40 enhancements being requested that are a direct result of feedback from a public survey and from City department staff. The development will be broken down into phases and scheduled to start next month.